

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK
DISTRICT COURT EXECUTIVE'S OFFICE**



DATE: SEPTEMBER 25, 2012
POSITION: ADMINISTRATIVE SERVICES MANAGER
(Budget and Finance)
LOCATION: 500 Pearl Street
New York, New York
CLASS LEVEL: Up to CL-31
SALARY: Up to \$128,241
Depending on Qualifications and Experience
CLOSING DATE: OPEN UNTIL FILLED, FIRST REVIEW DATE
OCTOBER 26, 2012

EQUAL OPPORTUNITY EMPLOYER

DUTIES AND RESPONSIBILITIES: The Administrative Manager is responsible for overseeing the Administrative Division which includes Budget, Finance, Procurement, Telecommunications and Courtroom Technology. The incumbent reports directly to the District Court Executive and performs management functions for Judicial Officers, Clerk of Court, Chief Court Reporter, Chief Probation Officer and the Chief Pretrial Officer. The Administrative Manager oversees the budget preparation; verifies specific needs and recommends changes or adjustments; liaisons with the Administrative Office Budget Division; develops an annual fiscal year spending plan and monitors budget data and budget justification information. The Administrative Manager supervises all budget reprogramming activity and conducts budget reviews and related duties for all court units. The Administrative Manager oversees procurement including the preparation of contracts, purchase orders, invoices and all record and reporting functions. The Administrative Manager oversees all internal and unannounced audit activities and institutes necessary modifications to ensure compliance with accepted accounting policies and procedures.

REQUIRED QUALIFICATIONS: To be considered for this position at the CL-31 level, high school graduation, or equivalent, three years of general experience, and three years of specialized experience, including one year equivalent to work at the CL 30 level, is required. **Excellent written and oral presentation skills are required. Bachelor's Degree in a related field is strongly preferred.**

GENERAL EXPERIENCE: Progressively responsible experience which provides evidence that the applicant has a good understanding of administrative methods and machinery, the ability to analyze problems and assess the practical implications of alternate solutions, the ability to effectively communicate and the capacity to employ the knowledge, skills and abilities to resolve problems.

SPECIALIZED EXPERIENCE: Progressively responsible experience in at least one but preferably two or more of the functional areas of financial management and administration (i.e. budgeting, accounting, auditing, financial reporting, etc) which provided a knowledge of the rules, regulations, terminology, etc of the area of financial administration.

APPLICATION PROCEDURE: To be considered for this position please submit a resume detailing your education and work experience, and a cover letter. The cover letter should indicate the position that you are applying for, and identify how your education and/or experience relate to the duties and responsibilities of the position. **Resumes without the cover letter addressing the qualifications will not be considered.**

PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO:
***U.S. DISTRICT COURT/SOUTHERN DISTRICT OF NEW YORK
DISTRICT COURT EXECUTIVE
500 PEARL STREET, SUITE 820
NEW YORK, NEW YORK 10007***

**THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER FOR PAYMENT
OF NET PAY**

**THE SUCCESSFUL CANDIDATE FOR THIS POSITION IS SUBJECT TO A BACKGROUND CHECK
APPLICANTS MUST BE UNITED STATES CITIZENS
ONLY CANDIDATES SELECTED FOR INTERVIEWS WILL BE CONTACTED**